



TRAVEL PROCEDURES

I. PURPOSE

To establish consistent travel practices, which accommodate both the University's requirement for cost control and the traveler's need for support and service.

Upper Iowa University recognizes that, for many employees, travel expenses are incurred in order to further the mission of the University. By setting forth the requirements necessary for obtaining approvals and reimbursement of these expenses, the University is endeavoring to assist, as much as possible, its travelers. The University shall reimburse employees for those ordinary and necessary expenses incurred while traveling on official University business. The employee, in turn, shall strive to travel in the most economical manner possible consistent with the nature of the trip. In all cases, expenditures should be reasonable, using sound business judgment. Appropriate reimbursement forms must be submitted within 30 days of completion of each business trip, unless stated otherwise herein. Travelers that fail to comply will not be reimbursed for their business expenses.

The University uses an Internal Revenue Service "Accountable Plan" for reimbursement of actual travel expenses. Amounts paid under an accountable plan are not wages and are not subject to income tax or social security withholding. All meal expenses require itemized receipts. The maximum individual daily limit for business meals incurred for domestic travel is \$50 per day, for foreign travel the maximum individual daily limit is \$100 (excluding taxes and tip). Expenses incurred above the maximum individual daily limit must have the approval of the appropriate Vice President. An individual traveling on University business should neither gain nor lose personal funds as a result of that travel so prudence should be exercised when incurring expenses.

II. APPLICATION OF GUIDELINES

Individuals and geographical areas affected by these guidelines are as follows:

A. Travelers

1. University employees
2. Members of the University Board of Trustees
3. Registered Students
4. Non-Employees engaged by the University (*e.g., guest speakers, independent contractors, employment applicants, etc.*).

B. Areas of Travel

1. Domestic – All travel within the continental United States.
2. International – All areas outside of the continental United States.

III. GENERAL CRITERIA

General Travel Requirements are as Follows:

1. Before travel arrangements and related commitments are made, employees must discuss all travel proposals with their immediate supervisor who will determine if the travel benefits of the University and the budget allow for participation.
2. Expenses will be reimbursed for the most economical and reasonable route to the business destination. Any deviation from that route will be at the traveler's expense. Likewise, travelers should make the most economical lodging arrangements as well as any other related travel expenses. (Ex - \$100/night hotel vs. \$200/night hotel in the same area) Additionally, the University recognizes that international travel expenses may be greater than domestic travel.
3. Make any necessary reservations as far in advance as feasible to take advantage of discounts or promotional pricing.

4. Professional development travel shall be conservative in nature and scheduled to advance the strategic priorities of the University as approved by the supervisor.
5. If the applicable travel procedures are not followed, the employee(s) in question will be held liable for the expenses incurred and will be subject to disciplinary action.

IV. REQUESTING AN ADVANCEMENT

Travel advances may be granted to full-time, on-campus University employees for out-of-pocket expenses expected to be incurred on a trip. To secure an advance the traveler must complete a Travel Advance Authorization Form fifteen (15) working days prior to the anticipated trip. The request must state the dates of travel, purpose of trip, and amounts requested as well as include the required approvals.

- A. Instructions
Requests for advances will require signatures of both a supervisor and the appropriate Vice President or President.

Advances to the President must be approved by the Board Chair prior to disbursement.

- B. Submission of Paperwork
Failure to submit required documentation in support of the uses of the advance on a timely basis will result in the denial of future advance requests.

- C. Method and Time of Payment
Advancements will be issued by check as follows:
Check – Payment will normally be made by check, mailed within fifteen (15) days of request date or employee can pick up payment in the Business Office.

NOTE - If check is to be mailed and received by a specific date, the completed request must be submitted to the Business Office no less than two weeks in advance of the desired delivery date.

V. TRANSPORTATION

If a choice of transportation is available, reimbursement will be the lower of coach airfare and related costs, or the prevailing mileage rate.

Commercial air transportation will be reimbursed on the basis of the actual cost incurred by the traveler, not to exceed the cost of an advanced purchase ticket. All official University travel should be at the most economical rates available. Generally, coach or lower promotional fares are the only classes of travel that are reimbursable.

Tickets purchased with frequent traveler program points are not reimbursable.

All travel must be by the most direct or economical route. Higher fares may be reimbursable only when coach accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) greatly increase the duration of the flight; (4) result in additional costs which would offset the transportation savings; (5) offer accommodations which are not reasonably adequate for the medical needs of the traveler. These exceptions will require the traveler to submit a letter of approval signed by their Vice President. The approval letter must be submitted with the request for travel reimbursement

Club Memberships

Dues and/or initiation fees for airline clubs, such as American Airlines Admiral Club, are not reimbursable by the University. These memberships are considered personal perks. Any reimbursement would be subject to the IRS guidelines for reporting as taxable wages or income to an employee.

Baggage

Baggage is the responsibility of the traveler and the transportation service provider. The University does allow reasonable costs incurred for baggage while traveling. However, if baggage is lost it is not the responsibility of the University to replace it or reimburse the traveler.

Insurance

Employees traveling on University business will be covered by the University liability insurance policy as necessary and appropriate.

Joint Employee Travel

The University recognizes the need for continuity of overall operations provided by knowledgeable and experienced employees. To assure that this continuity is not lost in an air disaster, the number of employees traveling together from the same center or department should be held to a reasonable minimum.

Travel with Spouse or Dependent

Regardless of the source of funds, when a spouse or dependent accompanies the traveler, the University will pay for only the normal single (employee) travel costs. Exceptions must be approved by the Vice President for Finance. When an employee's original travel itinerary includes personal travel, the employee will be responsible for the applicable portion of the costs associated with such travel. These costs must be included as a deduction on the expense report for the related travel, or a check should be submitted with the expense report

- A. Air/Rail Travel:
Only the Department Budget Officer or his/her designee has the authority to approve air or rail transportation arrangements and all travelers must obtain this approval before making travel arrangements. These arrangements are typically made using online services such as www.amtrak.com for rail or www.expedia.com for air. The use of these types of services is based on the requirements and experience of each department. All charges for these arrangements should be charged to the Department Budget Officer's PCard, or other University credit card as deemed appropriate, and receipts should be submitted with the PCard statement.
- B. Car Rental:
 1. Consider use of local public transportation before renting a car.
 2. Use assigned car rental vendors to receive special rates that have been arranged through use of a corporate I.D. number. (*Check with Business Office for vendor names.*)
 3. Use a compact or sub-compact car, when feasible. (*A large model may be used when three or more travelers are arriving at the same destination.*)
 4. **All use of a rental car must be business related.**
 5. **Do not** purchase additional insurance from car rental vendor. The University's business liability insurance plan covers rental cars used for University business. Please contact the business office with any questions.
 6. A receipt is required for reimbursement of car rental expense. (*Cash receipt or copy of personal charge card billing.*)
- C. Taxi or Limousine Services:
Use of a taxi is authorized only when more economical services are not available, or in special cases when valid business reasons warrants the use of such transport. Receipts are required in order to receive reimbursement.

Limousine service is not considered an acceptable mode of transportation.
- D. Public Transportation
Use the most economical means of transportation.
- E. University Pool Vehicles
University owned vehicles are for University business or activity travel. Departments will be charged the prevailing rate.
- F. Personal Auto
Travelers must use a University vehicle for University related travel and employees must be qualified by the University before use of these vehicles will be permitted. If, however, an individual is requested by the University to use his/her personal auto, the related expense will be reimbursed at the prevailing mileage rate established and periodically updated by the Internal Revenue Service and

instituted by the University. **A valid driver's license and insurance card must be submitted to the Business Office before mileage reimbursement can be issued.**

1. An employee will be reimbursed at the Pool Vehicle rate when a University vehicle is available and the employee elects to drive his/her personal vehicle.
2. Mileage to and from your primary worksite will not be reimbursed as this is not allowable per IRS rules. As a result, normal commuting mileage to your primary worksite should be deducted for secondary assignments.
3. Mileage is not reimbursed for lunch travel.
4. Mileage is not reimbursed to return home to dinner and back to campus for an evening class, committee assignments, etc.
5. During the workday, travel between University facilities will be reimbursed unless it is part of your normal work assignment.
6. Mileage will be reimbursed when an employee attends a Board meeting, not as part of the employee's regular duties, but at the request of the administration.
7. Errands for University business approved by the supervisor and which necessitate the use of a privately owned vehicle will be reimbursed.
8. Mileage will be reimbursed for attendance at professional meetings, civic groups, and seminars requested by the University.

VI. LODGING

Accommodations

University travelers are reimbursed for the costs of single standard room accommodations, with a limitation of \$150 per night for domestic stays and \$200 per night for international stays. The appropriate Vice President must approve exceptions to this limit.

When a reservation needs to be cancelled, the traveler must adhere to the hotel's deadline. Any expense incurred due to a "no show" will not be reimbursed, unless the expense is approved by the traveler's Vice President.

Points earned under frequent stay programs that are redeemed for hotel charges are not reimbursable, nor are the related membership fees. Costs to watch movies while on travel status, such as hotel movies, are considered personal entertainment and are not reimbursable by the university.

Expenses incurred for mini bar items, including snacks, and candy are only reimbursable, if claimed as part of the daily meal expense.

- A. General Information
Travelers are responsible for making their own lodging arrangements.
- B. Making Reservations for Students
If possible, assign a minimum of three students to a room (*preferably four*).
- C. Making Reservations for Employees
If possible, assign two employees to a room.

VII. MISCELLANEOUS TRAVEL EXPENSES

- A. Tips
Tips for taxi, porter, and other services, are reimbursable and should be reasonable. The maximum allowable tip is 15% unless otherwise mandated by the vendor.
- B. Entertainment
 1. Expenses incurred for employees' personal entertainment or for employees entertaining other employees are not reimbursable.
 2. If entertainment is business related and approved, the expense may be reimbursed, but must be documented in accordance with IRS requirements.

- C. Tolls/Parking Fees
Tolls and parking fees are reimbursable expenses for business related travel and must be accompanied by a receipt.

VIII. GUEST BUSINESS EXPENSE

The Guest Business expense involves the lodging, transportation, meals, and related costs for hosting non-employee guests engaged by the University (*e.g., speakers, contract representatives, employment applicants, etc.*). Departments must pre-approve all guest business expenses are encouraged to pre-pay all expenses associated with a "guest" to ensure reasonableness and accuracy.

- A. Lodging
1. After making appropriate arrangements, the host department must provide the Business Office with the account number to be charged for each direct-billed hotel charge when the invoice is received.
 2. Cancellation – If guest's plans change, the host department should be notified promptly to allow cancellation of reservation(s) and avoid "no-show" charges.
- B. Transportation
Guest must arrange and pay for transportation to and from the University campus. Such expense will not be reimbursed unless included in an agreement with the University.
- C. Meals
- a) Expenses for guest meals, including those of any involved University employee(s), are reimbursable with proper administrative approval and meal receipts.
 - b) All requests for reimbursement of meals should be accompanied by documentation that lists the attendees and purpose of the expense in accordance with IRS requirements.
- D. Payment
- a) Expenses incurred by guests must be claimed by the host department through submittal of an approved request for reimbursement complete with receipts or written support documentation.
 - b) Expenses incurred by a University employee, in relation to the guests' presence, must be claimed by submittal of an approved Travel Expense Report through the host department.

IX. EXTERNALLY FUNDED PROGRAMS (*GRANTS*)

The University Administration intends to treat all employees equal regarding travel procedures and expense reimbursement. However, if the grant source specifies more restrictive procedures, they will take precedence.

All University grant writers should incorporate the University Travel Procedure in their Proposals to avoid inequitable guidelines.

X. REIMBURSEMENTS

- A. General Information
All travel expense reimbursement claims, except for "Guest Business Expense," must be made on a Travel Expense Report Form. Guest Business Expenses payments must be requested separately through the accounts payable process.
- Only an employee's direct expenses are reimbursable. Any exceptions must be pre-approved by the President. Exceptions for the President must be submitted to the Board Chair.
- B. Items that MAY be charged to the University when reasonable and accompanied by proper documentation include:
1. Baggage handling and storage expenses
 2. Parking and tolls
 3. Business office expenses (copy services, postage, etc.)
 4. Business-related phone calls and faxes
 5. Conference fees
 6. Costs of obtaining required visas and passports

7. Currency conversion fees
8. Gratuities to porters, bellhops and other service personnel
9. Actual fee charged to exchange traveler's checks for official travel expense
10. Laundry charges if travel is for 7 days or longer, related to international travel, or incurred by University Athletic teams while competing
11. Expenses incurred for mini bar items, snacks, and candy are only reimbursable if claimed as part of a meal expense
12. Entertainment expenses incurred by University athletic teams and student organizations while traveling

C. Items NOT chargeable to the University:

1. Alcoholic beverages (exception of university approved/sponsored events only)
2. Barber/beautician
3. Damages to employee's cars
4. Excess cost of circuitous or side trips for personal reasons
5. Expenses for social or entertainment meetings between University employees
6. Fines for traffic violations
7. Gifts
8. Insurance on personal property
9. Interest charges on credit cards
10. Laundry that does not meet the conditions set forth in the previous section
11. Valet
12. Loss of personal funds or cash advances
13. Loss of personal property
14. Maintenance or repair of personal property
15. Misuses of lost credit cards
16. Normal travel to and from work
17. Hotel expenses applicable to days by which the duration of a trip is extended for personal reasons
18. Personal entertainment—*movies, shows, sporting events, magazines, etc.*
19. Purchase of clothing or toiletries
20. Shoe care
21. Spousal expense
22. Travel insurance
23. Vehicle rentals—*unless approved in advanced by authorized signer or an emergency*
24. Personal telephone calls
25. Personal portion of airfare, hotel or rental vehicle
26. Expenses submitted for reimbursement more than three (3) months after expenses were incurred
27. Donations to charities
28. Costs associated with receiving dependent care (such as childcare, eldercare and/or pet care) are not reimbursable
29. Charge incurred for failure to cancel travel reservation ("no show" charges)
30. First class or business class airfare upgrade vouchers

D. Travel Expense Claims

Travel expense claims shall be filed within fifteen (15) days after date of return from travel or by the tenth (10th) day of the following month (for recurring travel). The completed Travel Expense Report form must have authorized "approval" signature(s) and appropriate "support documentation" attached when submitted to the Business Office.

Failure to submit the expense report on a timely basis will result in denial of the reimbursement request. Expense claims submitted for amounts incurred in previous fiscal years will be denied. Expense claims received more than 30 days after incurrence will be denied.

1. Approval signature must be that of an authorized individual, at least one supervisory, management, or administrative level above that of the reimbursement recipient. **NO** individual is authorized to approve his or her own request for reimbursement. Also, the authorizing signatory cannot approve a reimbursement request when he or she is included as a guest on the request.

By approving the request, the authorizing signatory verifies that the expenditure is in conformance with University Policy and procedures. The authorizing signatory must deny approval if the request does not conform to such policy and procedures.

2. Support documentation includes the following:
 - a. Original itemized receipt(s) for all expenses over \$10. This includes hotel receipts for each person even when a room is shared.
 - b. Copy of personal credit card billing.
 - c. Copy of telephone company invoice.

Definition of Receipts

Neither a credit card statement nor a cancelled check is considered a receipt. A receipt is an original, itemized account of the transaction prepared by the service provider and provided to the service recipient. Missing receipts will be handled on a case by case basis to ensure compliance with IRS requirements.

Appropriate receipts/documentation includes:

- Business Purpose:
 - Written explanation of business purpose or conference/itinerary or schedule of events (topics discussed)
 - Transportation (itemized receipt):
 - Airfare
 - Rail
 - Rental Car
 - Other Ground Transportation
 - Lodging:
 - Hotel-Original bill/receipt detailing all expenses
 - Meals:
 - Credit card and/or cash register receipt showing itemized charges (order stubs are not acceptable)
 - Conference Fees:
 - Detailed receipt from conference sponsor or copy of registration form. Information regarding the meals provided by the conference must also be provided.
 - Miscellaneous Charges:
 - Tips, tolls and other miscellaneous charges require itemized receipts
3. Any exception to the aforementioned procedures must be submitted in writing to the Chief Financial Officer citing the reason for the exception and will be approved at his/her discretion.
 4. The Business Office will audit all Travel Expense Reports for conformance with Policy and procedures.
 5. Travel Expense Reports which do not conform to applicable Policy and procedures, will be denied. A denied claim will be communicated to the requestor through the authorized signatory.

E. Method and Time of Reimbursement

Reimbursements will be by check, ACH, or if appropriate, from petty cash as follows:

1. Check – Payment will normally be made by check, mailed within thirty (30) days of request date.
2. ACH – Payment will be made by ACH and transmitted to the employee's personal bank account within thirty (30) days of the request date, if the employee uses the Wells Fargo credit card system to request the reimbursement.